

Procedure Adopted in Administration to meet Contingent Charges

1. General Rules

The rules in Central Govt. Account (Receipts and Payments) Rules, 1983 apply generally to the Doordarshan Kendras.

2. Classes of Contingencies

The contingent charges of Doordarshan are divided into three classes viz., scale regulated, ordinary, and special.

3. Uniforms

1. The uniforms are to be supplied to the staff as per orders issued by the Ministry of Home Affairs from time to time.

2. Motor Car Drivers working in Doordarshan offices located in Delhi/ New Delhi and elsewhere will be entitled to issue of uniforms at the same scale and pattern laid down by the ministry of Home Affairs. Khallasis and helps working in Offices/ Kendras are not entitled to the issue of uniforms.

3. In case where the work of stitching uniforms is entrusted to non-Government agencies or firms with whom no running contract has been entered into by Government, a personal security on a stamped paper should be taken in the Prescribed formate given in Annexure III of Doordarshan Manual Volume 1. The amount of security should cover the cost of cloth etc. in the event of loss. The value of stamp paper will depend upon the amount for which the bond is given. It would be valorem duty and will be borne by the party executing the bond.

4. Three Registers in Model Forms, prescribed in House Keeping Jobs should be maintained to watch the purchase, consumption and stock account of cloth and uniforms, and issue of uniforms etc. to individuals.

Note: For the custody, physical verification etc. of uniforms reference is invited to Annexure 4 to Chapter V

4. Register of Suppliers Bills

A Register in the form Doordarshan A- 18, should be maintained by all Heads of Offices/ Kendras to watch the prompt disposal of bills received from the suppliers.

The entries up to column 5 should be made in the Administration Branch by the Central Registry Clerk and the Register along with the bills passed on to the Accountant. The remaining entries should be filled in the Accounts Branch and watched by the Accountant. At the end of every month an abstract of outstanding bills should be worked out by the Accounts Section and reviewed by the Head of Office. Suitable action should be taken against the persons responsible for the delay in payment, if any.

5. Dead Stock

(1) Dead Stock Register(s) should be maintained in form Doordarshan A-54, in respect of furniture and office fittings, typewriters, duplicators, tabulating machines, and cycles. The account of other items like time- pieces, Godrej locks, metric weights, Garden tools, buckets, petromax lamps, brief cases etc. may be maintained in form DD A-20.

2. These registers may be maintained separately for furniture, office machines, cycles etc. Full details of the description for each item including machine no. make etc. for office machines and cycles should be furnished in the Register.

3. The actual distribution of each item may be indicated in the Remarks column for reference and for easy physical verification. Room-wise list of items of furniture/ office machines should also be prepared for record, and one copy of the same exhibited in each room.

4. Remarks on condemnation, write-off and disposal should be made against the respective pages in red ink. with reference to authority.

Note: For their custody, physical verification, etc. reference is invited to Annexure 4 of Chapter V.

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7. Register of Fixed Charges

This register should be maintained in the form Doordarshan A-19 to enable the "Head of Office" to keep a watch on the prompt payment of amounts payable at fixed intervals, e'g' rents, taxes, payments to contingent paid staff etc.

8. Sanction, Indent and Purchases

The approval of the Director should be obtained by the concerned Section (i.e. Librarian for books, Engineering Section for Stores, etc.) and orders placed in form Dd A-47. The articles, when received, should be entered in the respective stock registers. The bills should be passed for payment after recording a certificate on each bill regarding the receipt of the articles in good condition.

9. Stationery

1. Extracts from the rules for obtaining supply of articles of stationery, etc. laid down by Government of India are reproduced in Appendix 9 of G.F.R. 1963.

2. The stock in hand of articles of stationery should be checked in April every year and indents for (1) standard and special forms and (2) for articles of stationery, sent to the Manager of the Form Stores, and stationery are supplied by them in due course.

10. Furniture

Orders for their purchase should be placed after sanction of competent authority has been obtained in the same manner as for stores, after obtaining competitive quotations.

An inventory of articles of furniture should be maintained in a separate register in form DD A 54 (Distinct from assets purchased from capital grant). Physical verification of these articles may be conducted in the following manner:

1. Stock Clerk should prepare a list of articles of furniture roomwise etc. and furnish an authenticated copy thereof to the officer Incharge of the Branch/ Unit concerned. Changes in the Branch list or Officers lists should be made by the Branch Supervisor or by the P.A. to the Officer.

2. At the end of the year, on a date to be specified and indicated in the Calendar of returns P.As to officers and the supervisor of the Branch/ Units should physically verify the articles under their charge, as entered in the original lists, record a certificate to correctness on the list and send them to the Stock Clerk. If there is any discrepancy, a list thereof should be prepared and appended to the original list and sent to the Stock Clerk along with an explanatory note.

3. The Stock Clerk should check entries in the original lists received duly certified by the P.As and supervisors with those in the Distribution List on record with them, prepare a discrepancy statement if necessary and put them up to the checking officer.

4. The Checking officer should check entries in the Distribution List with those in the original lists and statement of discrepancies, tally the balance of articles of each description as entered in the Stock Register with that in the Distribution List and submit them to the verifying officer, with a certificate of having carried out the check. The checking need not necessarily be done personally by the Section Officer or Supervisor of the Stock Branch. It may be done by a responsible clerk other than the Stock Clerk.

5. The verifying officer who should be nominated by the Head of Office should carry out physical verification of about 10% of the total articles of furniture, test check entries in the Distribution List with those in the original lists, record a note in the Stock Register about his having carried out the check and pass order/ make recommendation regarding settlement of discrepancies.

6. Original lists should be returned to officers/ supervisors Incharge of the Branches/ Units concerned.

Note 1: Security deposit required under para 270 of GF Rs 1963 need not be taken from the custodian of office furniture, stationery and other articles required for office management as such, provided that the Head of Office is satisfied about the safeguards against loss through pilferage etc.

Authority: Ministry of Finance (Department of Expenditure) O.M. No. F. 11(38)-E 11 (A)/ 59 dated the 30th September, 1959)

Note 2 : The cent percent verification should be carried out by the Head Clerk and 10% test check by the verifying officer. Reference is invited to Annexure 4 to Chapter V.

11. Musical Instruments

Reference is invited to Chapter VI of this Manual *of Doordarshan manual volume- 1* .

12. Entertainment of Artists

Entertainment of and refreshment to artists and distinguished visitors may be Provided at Government expenses. In case of entertainment at the studios it may be provided by the caretaker at the office canteen on instructions from the officers authorised by the Director in this regard. In the case of outside telecasts such entertainments may be provided by other caterers. The officers should note on the bills the purpose for which the expenditure is incurred and sign them. The bills for a week, fortnight or a month should be consolidated by the caterer and presented to the Accountant at the beginning of the following month. After check the bills should be passed for payment.

The powers delegated to the various officers in this regard are indicated in Appendix 1 of Volume III.

13. Local Printing

Local printing may be undertaken for printing of items such as publicity Pamphlets, Greeting Cards, special type of letter-head forms and invitation cards etc. The paper required for the printing should be supplied to the Printers from the office stock, if available. In the event of the required paper not being available in the stock, it may be procured from the open market in accordance with the prescribed procedure and supplied to the printers. This will be within the powers of Head of office under S.No. 13 of Section II of Appendix I in Volume III.

In regard to other items such as publicity pamphlets, Greeting Cards and certain other miscellaneous items required in urgency, the Director General, Doordarshan, is empowered to go in for such local printing (inclusive of the cost of paper) under his own arrangement in cases where the total expenditure does not exceed Rs. 5,000/- per annum

in each case. The case involving an expenditure above this limit will, however, be dealt with in accordance with the procedure outlined in the above paragraph. This competence of Director General holds good in respect of his own office as well as the offices subordinate to him. The expenditure involved in all cases should be classified under "Office Expenses and Miscellaneous" Subject to amendments issued from time to time.

14. Photographs and other publicity matters

Photographs for publicity connected with telecasting should be arranged by the office and paid for from the allotment under the head, "Public Relations" the limit being Rs. 1,000/- in each case subject to amendment from time to time. A register in form DD-A 21 should be maintained to show the photographs received, the amounts paid for each and their further disposal.

15. Stamp Account

Service postage stamps should be obtained in the manner laid down in Rule 123 of e.g. A (RP) Rules. The Stamps should be in the custody of the Cashier and issued by him from time to time to Despatch Clerk. Accounts should be maintained both by the Cashier and the Despatch Clerk. The Stamp accounts should be closed daily and checked by the Accountant. The Stock of stamps should be physically verified once a week by the Accountant and once a month by the Officer-in-charge of Administration.

16. Maintenance of Service/ Ordinary Postage Stamp Accounts

The following procedure should be observed for the purchase and accounting of ordinary/ service postage stamps at Kendras/ Offices of Doordarshan.

(i) The Service Stamps should be purchased in the manner laid down in paragraph 15. Their account may be maintained by the Cashier in form DD-A 22. These stamps will be issued by him to the Despatch Clerk against requisitions. The Despatch Clerk will also maintain an account of the stamps received and expended in Model Form 102 prescribed in the "House Keeping Jobs". Stamps received from the Cashier will be brought to this Register as soon as they are received. The total value of Service Postage Stamps expended every day will be brought on to this Register and the balance struck every day.

ii) The ordinary postage stamps may be purchased for cash by the Kendras/ Offices to the extent necessary for use. These should be kept in the custody of the Cashier and accounted for in a separate Register in the form DD- A 22.

The account of both the service and Ordinary Stamps should be closed daily and checked by the Accountant. The stock of stamps should be physically verified by the Accountant, once a month by the Office-in-Charge of Administration.

17. Disposal of stamps/ envelopes/ postcards etc. received from viewers/ correspondents

Consequent on the issue of gazette notification substituting Rule 188 in the Indian Post Office Rules, 1933, it has become necessary to use ordinary postage for despatching mails to all foreign countries (including Commonwealth countries). In view of this, the following procedure may be observed in disposing of ordinary postage stamps etc. received from viewers/ correspondents.

i) The stamps received from viewers/ correspondents may be utilized by the office/ stations for despatching mails to foreign countries.

ii) The reply paid post-cards and stamped and addressed envelopes may be used for sending replies to the viewers concerned.

iii) A register may be maintained in form DD-A 23 and receipt and disposal of these stamps watched.

18. Office Machines

In supersession of all the previous instructions issued by the Ministry of Works, Housing and Supply (Department of Works and Housing), the following procedure is laid down for the guidance of all concerned:

(A) Purchases:

(i) Placement of Indents

The procedure for procurement of office machines will be the same as applicable for other stores i.e. the Indenting Department should, except where they have otherwise been exempted from doing so, place indents on DGS& D for the office machines beyond the monetary limits prescribed for direct purchase from time to time. In this connection attention is invited to the Department of supply and Technical Development Circular O.M. No. . 1/21/64-p1 dated the 24th June, 1966. It may be added that the DGS& D have

been declared as Direct Demanding Officers can make purchases in accordance with their financial competence against these contracts.

(ii) **Payment of bills for supply of office machines including typewriters**

The payment procedure for the payment of the suppliers of bills against the contracts placed by the DGS&D will apply.

(B) **HIRING**

Occasions may arise requiring hiring of typewriters and other office machines on adhoc basis for temporary periods. The Administrative Ministries will have full powers to sanction such hiring in respect of their own offices and offices subordinate to them. The Heads of Departments and Heads of Offices may also sanction such hiring for a period of 6 months and 4 months respectively. However, the sanction of their Administrative Ministry concerned would be necessary for hiring by the Heads of Departments/ Heads of Departments/ Heads of Offices for more than 6 months and 4 months respectively. In such matters no reference either to the Department of Supply or the Directorate General of Supplies and Disposals shall be made.

(C) **UPKEEP & REPAIRS**

I) The directorate general of supplies and disposals shall enter into annual servicing and over-hauling contracts with the firms holding Rate Contracts for the main machines. Prices of spare parts and rates at which periodical servicing and overhauling will be available, shall be clearly brought out in such Rate Contracts for the benefit of the various Government Departments, the Heads of Departments and Heads of Offices shall operate against the servicing and over-hauling part of the Rate Contracts concluded by the DGS&D directly themselves for the maintenance of the typewriters and office machines in the use in their respective offices. They shall make payments direct to the suppliers in respect of these services in the manner as may be indicated in the Rate Contract and incur expenditure to the extent of powers delegated to them under the Delegation of Financial Powers Rules 1958.

II) Office machines for which the Directorate General of Supplies and Disposals do not enter in to Rate Contacts shall be maintained by the Departments concerned either by entering into ad hoc annual contracts themselves on competitive basis with the prior approval of their Administrative Ministry and Associated Finance or by making local arrangements. In order to ensure against payment of different rates for servicing and overhauling of the machines, the Heads of the Departments are advised to ascertain from the firms whether they already have similar contract with any other Government Department/ Office.

iii) For instructions for the upkeep and maintenance of typewriters, reference is invited to Annexure IV of Doordarshan Manuel Voluem- 1.

(D) Condemnation and Disposal of office machines including Typewriters

1) The Ministries/ Heads of Departments may themselves decide whether the typewriters and other office machines in use in their offices and in offices subordinate to them can be economically repaired. They are also competent to condemn such machines themselves in their offices and in the offices subordinate to them.

No reference to the Department of Supply or the Directorate General of Supplies and Disposals shall be made for prior approval to condemn typewriters and other office machines.

2) The disposal of surplus typewriters will be governed by the procedure laid down in the Department of Supply Office Memorandum No. 16/15/62- Dis ES/IIIs dated the 23rd May, 1964, and 22nd April, 1967, as amended from time to time.

[Authority: Ministry of Works, Housing and Supply (Deptt. of Supply) O.M. No. P1 (14) 67 dated 1.2.68 and 17.4.68 on the line of DG. AIR endt. No. 2/39/67-GA dated 22.4.68 and 27.5.68]

3. Proposals for condemning typewriters should give information on the following points:

1. Age of typewriter
2. Estimate/ costs of repairs
3. Expenditure so far incurred on repairs and replacement of parts
4. Firm's opinion on the general condition of the machine and certificate as to the expected life of the machine after repairs.
5. The officer's own opinion
6. Whether the present condition of the machine is due to normal wear and tear (if parts are missing from the machine, enquiry to be made and responsibility fixed where necessary before condemnation)

19. Registration of telegraphic address

The registration charges for the renewal of the abbreviated telegraphic address, e.g. DD etc. may be paid in cash or by cheque and can be paid by Director without obtaining Director General's sanction vide Appendix 1 of Doordarshan Manual Volume-1.

The following telegraphic addresses have been registered for the various Kendras/ Offices:

	Name of the office	Telegraphic Address in English	Telegraphic Address in Hindi
	1.	2	3
1.	Directorate General DD, New Delhi	TV General	--
2.	Chief Engineer (Zonal)	AIR WORKS	--
3.	DDKs	DOORDARSHAN	DOORDARSHAN

20. Books, Journals, Newspapers

1. Allotment should be made in the budget under the head "Office Expenses" Books and Journals required for telecasting should be purchased under this provision. Books which are received free as complimentary copies or for review, should also be included in the library. Separate Stock Registers for the books received free and books purchased, should be maintained in the form prescribed in Ministry of Finance [(Deptt. of Expenditure) O.M. No. F. II(A)/70 on the line of DG AIR, Memo. No. 5/1/70 P 5 dated 21.10.70]. These may be divided into two sections. Technical and Non-Technical with sub headings, such as, English, Hindi, Regional Languages etc, under each so that books relating to a particular subject may all be brought together in the same section. A subsidiary register in form DD-A 24 may also be maintained for watching the return of books borrowed from the library. (one page may be allotted to each borrower).

2. When a book is required to be purchased, the approval of the Director should be obtained and order placed in form DDA-47 (Order Purchase Voucher). When the books and the invoices are received they should be entered in the Stock Book by the Librarian and the books stamped with the office stamp and given serial numbers and other particulars. The bill duly certified should then be noted in the stock Register and sent to the Accountant with the Register for checking it with the indent and forwarding it for pay order to the officer incharge of administration. The latter should pass the bill for payment after satisfying himself the everything is in order and also initial in the Sock register. Payment should then be made by cheque or by cash, as the case may be.

3. The Heads of Kendra/Offices should indicate at the commencement of the financial year, how much they propose to spend on the purchase of books and periodicals in relation to their total grant under the head "Office expenses". The amount spent during the preceding year should be mentioned at the same time. The list of newspapers/Magazines/periodicals to be purchased every year should be reviewed and approved by Head of Office.

Note: Reviewers can retain the books issued to them for review. Whenever the reviewer retains the books reviewed, suitable entry may be make in the "remarks column of the stock register against the relevant entry. It is not necessary to 'write off' such books.

4. The Kendras/ Offices may address various standard booksellers in the beginning of the year and firm which offers best terms may be given the order for the purchase of books during the year. Books which may not be available with the particular bookseller and which would not be procured by the bookseller urgently may be purchased from any other book shop. Heads of Kendras/ Offices are advised not to invite quotations from the Publishers except for the purchase of books from abroad where foreign exchange is involved.

5. Orders for journals should be placed by issuing letter to the firm concerned. A register for watching receipt of journals and renewals of subscription as shown in form DD A-25 should be maintained. In case of journals relating to technical subjects their purchase can be ordered from the list approved by the Director General.

Order for foreign journals should be placed in accordance with special instructions issued there for from time to time.

6. Cent Percent physical verification of the books on hand should be done at the end of each financial year by the Librarian himself who should record a certificate in the Accession Register showing the result of verification, prepare a list of discrepancies. if any, and put them up to the verifying officer with a note explaining the discrepancies. The verifying officer who should be nominated by the Head of Office should carry out a sample check by physically verifying about 10% of the books, specially the costlier ones and latest arrivals, make a note to that effect in the Accession Register and pass orders/ make recommendations regarding settlement of discrepancies.

21. Supply of electric energy

The Director General, Doordarshan is competent to enter into agreements with companies for the supply of electric energy at different stations, provided the principles enunciated in paras 12 to 15 of GFRs 1963 are observed and subject to following conditions:

i) The terms and conditions of supply be broadly on the lines of the model agreements incorporated in Annexure VI of the Indian Electricity Rules (1956). These should be discussed with the electricity supplies before the agreement is formally executed.

ii) (1) The approval of the Law Ministry of the Government of India should be obtained before an agreement is concluded. Such approval is not necessary if the standard form of agreement which has been approved by the State Government is used.

(2) There is no objection to conclude agreements with the State Government for supply of power to Doordarshan Kendras by exchange of correspondence, but still the more advisable course followed will be to execute formal agreements between the two Governments.

(3) In the case of agreements with electric supply companies, the terms and conditions of the supply should be settled by exchange of letters till the agreements are formally executed.

(4) In the case of Union Territories if the supply is effected by a department of Union Territories no agreement will be required to be executed formally. The terms and conditions, however, may be settled by mutual correspondence.

iii) No agreement for the supply of electricity should be entered into for power loads exceeding 20 K.W. if it involves a higher tariff than 25 paise per unit without reference to Government of India.

iv) Director General may approve any figure of minimum guarantee consumption charges, which does not involve an expenditure of more than Rs. 25,000, per annum for a period not exceeding 10 years.

v) Director General has full powers to make payment of security deposit (subject to observance of instructions contained in the Finance Ministry's O.M. No. F.8 (1)/EII(A)/ 68, or payment in advance to power authorities to enable the latter to give connection for power supply.

vi) For the new project the technical procedure for estimating requirements of power supply and the general conditions and terms for the supply of power are laid down under separate orders.

vii) Officers authorised to sign power supply agreements- Reference is invited to para 4.10.3 of Section 10 of Doordarshan Manual-1 .

23. Consumption of Electric Energy

To facilitate the checking of bills for the supply of electric energy to the transmitters. Control Room and offices a register should be maintained in the form DD- A- 29.

The meter readings taken by the Electric supply Company's representative should be recorded in this register and the bills when subsequently received should be verified with reference to these readings.

For this purpose the Electric Supply Companies may be requested to ask their representatives to contact the office and take meter readings in the presence of a member of the staff who should simultaneously record the meter readings in the register. A technician or clerk may be entrusted with this work.

Separate pages may be set apart in the register for each meter/ connection.

24. Telephones

1. The bills for the monthly charges of telephone connections of the office are paid by cheque or cash. The expenditure should be classified under "Office and Residential Telephones" under "Office Expenses"

[Authority: On the line of Dg:AIR Memo. No. D. 16.EI/56/ dt. 26.08.69.

2. When non-exchange lines are booked in connection with outside telecasts, expenditure within the powers of the Director may be incurred and the expenditure brought under the head of account "Non-exchange telephone lines for outside telecasts, relays, etc." under "Office - Expenses". Sanction of the Director General should be obtained where it is anticipated that the expenditure is likely to be beyond the powers of the Director.

3. A register should be maintained by the Superintending Engineer of the Kendra in form DD A-30 for the purpose of checking the rental bills received from the P&T Department. A copy of the tariff charges should be posted in the register. The bill should be endorsed by the Superintending Engineer in the manner indicated below and passed on to the Account for making payment.

a) For permanent installations: The endorsement of the rental bills which are usually received in advance should be "Verified that the lines to which this bill pertains are likely to be in use by this office for the period mentioned therein". Before making such endorsement, the Superintending Engineer should satisfy himself that the period is covered by sanction of competent authority.

b) The lines booked for Outside telecast: The superintending Engineer should endorse the rental bills which are usually received later "Verified that the lines to which this bill pertains have actually been used for outside telecast on the date and for the duration mentioned in the bill".

The bill will be entered by the Accountant in the appropriate register maintained by him and the payment duly recorded.

26. Expenditure on electricity and water taxes, etc. on non-residential buildings

In accordance with Rule 40(a) of the Account Code Volume I charges on account of electricity and water should be debited to the Contingencies of the Department occupying such buildings. Demands on account of water and electricity may therefore be promptly honoured.

[Authority: Min. of Works, Housing and Supply Memo. No. AG 68(12) dted 22nd August 1953].

27. Residential Quarters

All vacant quarters should be kept in the custody of caretakers where such posts exist and where such posts exist and where such posts donto exist, in the custody of Head Clerk in charge of Administration. Complete record of the quarters should be kept and rent. electricity and water charges recovered and registers maintained in form DD A-96 and DD A- 97.

[Authority: On the line of DG, AIR Memo. No. 18/24/65 A&G dated 13.5.66].

28. Register of Rents:

This register is meant to watch the recovery of the officer's share of the rent for the residential portion of the accommodation hired by Govt. Office-cum-residential accommodation hired in the name of the Government and the full house rent is paid to the landlord by the head of office every month. The officer's share of the rent is recovered from him either by deduction from pay bill or in cash, and credited to Govt.

This register should show the gross amount of rent sanctioned, the share of rent payable by the officer, the amount actually recovered including charges for water, electricity, etc. and the date of credit of the amount into the Treasury.

The register should be reviewed by the officer in charge of administration every month.

29. Provision of fire-fighting appliances:

The provision of fire-fighting appliances in the new installations of Doordarshan should be carried out departmentally by the Chief Engineer in consultation with the local Fire Officer and the suppliers of the equipment. The types, quantity, location etc. will be based entirely on the local Fire Officer's advice. At running Kendras the Head of office will be similarly responsible for the provision of Fire- Fighting equipment. In both cases, the Head of Office will be responsible for the proper maintenance of the fire fighting equipment installed in his office. The expenditure on the installations as well as maintenance of these equipments will be debited to the recurring grant of the Kendra/ Office concerned under the detailed head 'Equipment and Furniture' under "Other Charge". These will be treated as Equipment for the purpose of exercising Financial Powers.

30. Procedure for remittance of dues of suppliers, contractors etc.

Heads of offices may remit the dues for suppliers, contractors etc. by money order if such remittance is unavoidable and is considered necessary in public interest and

also if the amount of the remittance involved in any case does not exceed Rs. 50
ammended from time to time.